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## *Section 1 Project CM Peer Review Overview*

As part of the SFA ECMI effort, this Project CM Peer Review Process Guide is intended to serve as a job aid - handbook. Its purpose is to assist in providing coaching support to the Modernization Projects in their efforts to plan and perform Configuration Management according to the guidelines established by the Solution Life Cycle.

## *Section 2 Guidelines for Scheduling Project CM Peer Review Meetings:*

| Minimum number of business days before meeting | Action |
|---|---|
| 7 | Contact Project Manager & CM Lead |
| 6 | Send e-mail invitation to Accenture Project Manager |
| 5 | Arrange date, time & location of meeting |
| 5 | Send e-mail confirmation of meeting arrangements |
| 5 | Send e-mail message to SFA Project Manager |
| 2 | Re-confirm Peer Review Meeting & send agenda |

## *Section 3 Frequency and Nature of Project CM Peer Review Meetings*

We estimate that the Project Manager and/or CM Lead and others identified by them will meet with the ECMI Team approximately three times for projects that write software code and two times for non-code writing projects. We will talk to 3-5 project roles. The timing and scope of each meeting with project staff will be based on the individual project's needs, and how best to assist the CM Team in its CM efforts.

The purpose of the initial visit will be to understand and establish the present status of performing CM on the project. This first meeting will set a baseline from which to measure future CM performance and improvement. We anticipate that the peer review meetings will last 1.0 – 1.5 hours.

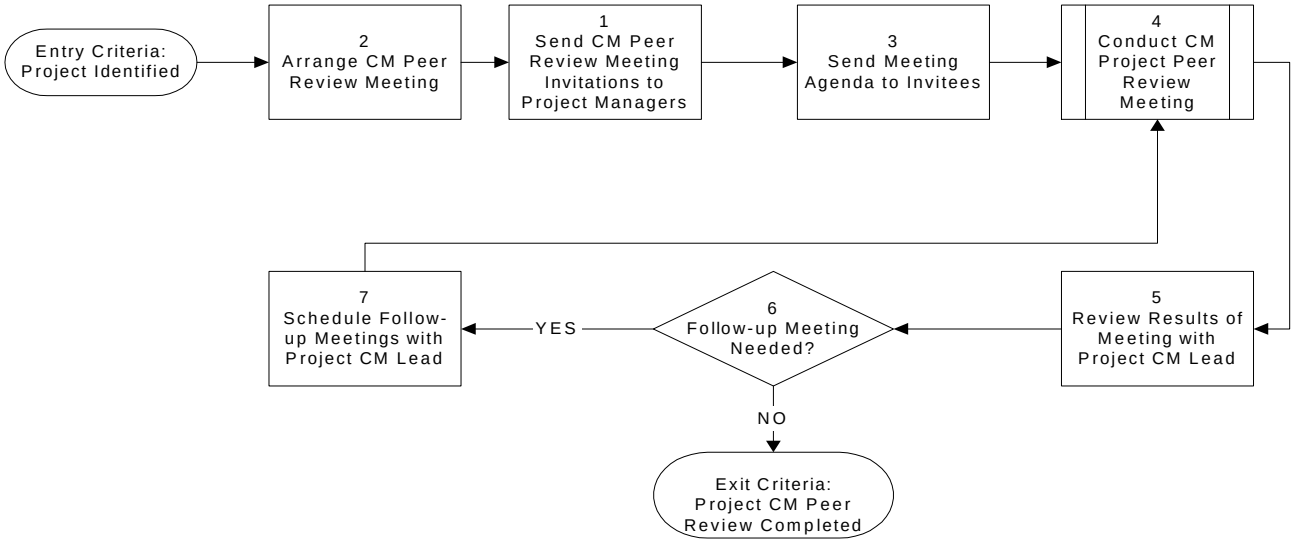
## *Section 4 Coordination with Other Initiatives*

- The ECMI team has met with SFA Quality Assurance team to review the activities of our respective groups and to coordinate suitable tie-ins on an on-going basis between ECM Project CM Peer Reviews and Q/A Reviews.

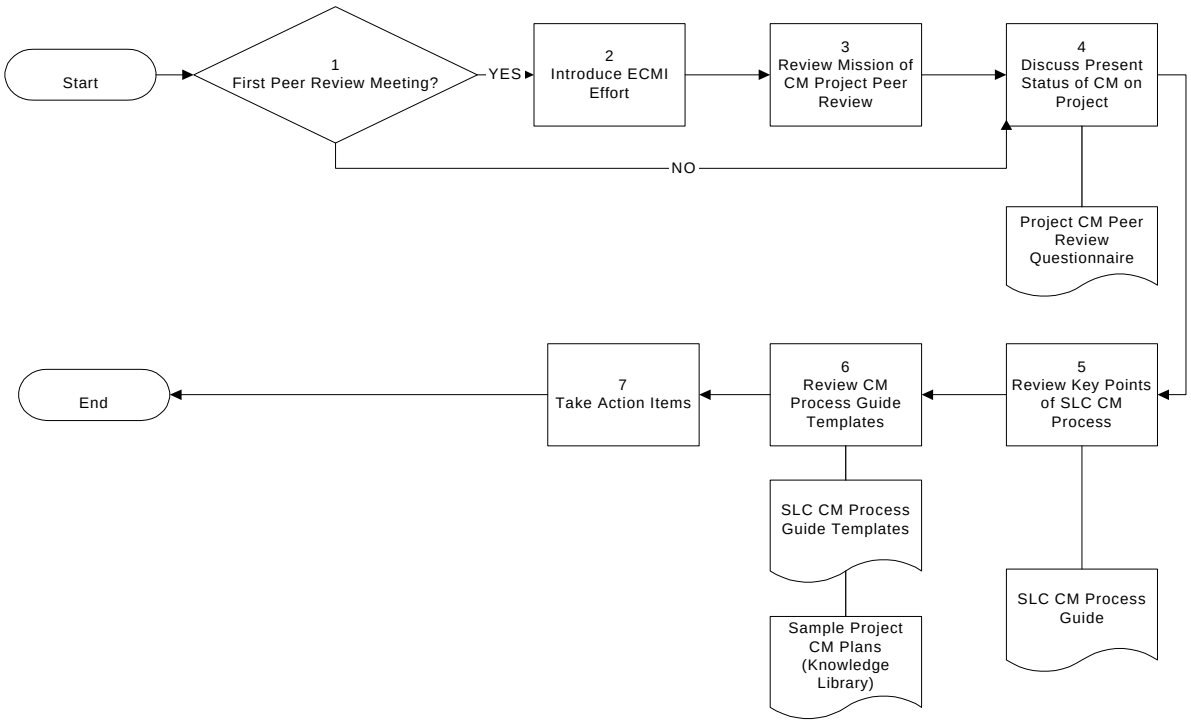
- The ECMI team seeks points of integration with the Accenture Quality Process Improvement (QPI) program. QPI already works with several SFA Modernization projects to promote compliance with the Capability Maturity Model.

- In concert with the SLC Deployment team, we intend to hold coaching sessions with individual CM Leads or occasional group sessions on the use of the SLC CM Process Guide.

## *Section 5 Project Configuration Management Peer Review Process*




### Sub-Process Summary - *Conduct CM Project Peer Review Meeting*



## *Section 6 Project CM Peer Review Meeting Sample Agenda*

1. Opening remarks and introduction of attendees
2. Background of ECMI effort
3. Mission of project CM Visits – to assist project CM efforts
4. Discuss present status of CM on project
5. Review key points of SLC CM Process.

- Review CM Process Guide Templates
- CM Plan Template
- Configuration Item Identification Index Template
- CM Audit Checklist Template

6. Reference Document Distribution
7. Action Items
8. Schedule next meeting

Note: For discussion purposes, the CM Lead is requested to bring any existing project CM documents.

## *Appendix A Invitation to Accenture Project Manager*

The Enterprise Configuration Management Implementation (ECMI) team mission is to assist you in the optimization of your project's Configuration Management (CM) efforts. Taking an integrated and tailored approach, we provide coaching support and peer review, based on your project's individual needs.

ECMI builds on the SFA investments made recently in the development and deployment of the SLC CM Process Guide. ECMI involves CM not only at the Enterprise level but also at the individual Modernization Partner project level.

We will follow up with you in to make arrangements for your project's initial meeting the week of <DATE> with the ECMI team. Please inform us of your meeting preference Tuesday-Thursday that week. In addition to your CM Lead, we request that you be present at this first 1.0-1.5 hour meeting, if possible.

We anticipate that, depending on your project's needs, an average of two follow-up meetings will be worthwhile. In addition to the SFA Quality Assurance, we are working to coordinate CM efforts with QPI, whenever possible, so as to maximize the value of the time your project dedicates to CM.

In terms of communication, once we have arranged the kick-off meeting, would you like us to invite your SFA Project Manager or would you like us to send the message enclosed below?

Thank you.

*<SFA PROJECT MANAGER NAME>,*

*Enterprise Configuration Management Implementation (ECMI), working with SFA CIO, builds on the SFA investments made recently in the development and deployment of the Solution Life Cycle (SLC) Configuration Management (CM) Process Guide. ECMI involves CM not only at the Enterprise level but also at the individual SFA Modernization project level.*

*To accomplish this goal, we meet with your CM Lead and/or Project Manager. The purpose of the initial meeting is to determine how we can best coach the project to perform CM activity. We envision follow-up coaching sessions based on your project's CM needs. Our approach includes tie-ins between the ECMI effort and SFA Quality Assurance reviews.*

*The initial meeting has been arranged for <TIME>, <DATE>, at in Conference Room <#>. We invite you to attend. Please let us know whether or not you plan to be present.*

*Thank you.*

## *Appendix B Message to SFA Project Manager regarding Project CM Visits*

Enterprise Configuration Management Implementation (ECMI), working with SFA CIO, builds on the SFA investments made recently in the development and deployment of the Solution Life Cycle (SLC) Configuration Management (CM) Process Guide. ECMI involves CM not only at the Enterprise level but also at the individual SFA Modernization project level.

To accomplish this goal, we meet with your CM Lead and/or Project Manager. The purpose of the initial meeting is to determine how we can best coach the project to perform CM activity. We envision follow-up coaching sessions based on your project's CM needs. Our approach includes tie-ins between the ECMI effort and SFA Quality Assurance reviews.

The initial meeting has been arranged for <TIME>, <DATE>, at in Conference Room <#>. We invite you to attend. Please let us know whether or not you plan to be present.

Thank you.

## *Appendix C SLC Project CM Peer Review Questionnaire*